

## **APPENDIX H**

### **PROCEDURES FOR HARDLIFT AREAS**

1. When a customer turns in a POV for shipment to a hardlift area, the contractor shall contact the Department of State Despatch office for movement instructions. The contractor shall move the POV to the VPC nearest the location designated by the Department of State Despatch Agent.
2. The contractor shall process the POV for movement and prepare all documentation including the DD Form 788, or commercial equivalent. The contractor shall provide the Despatch Agent with any required or advance information.
3. The contractor shall accept and process POVs arriving from hardlift areas for pick up by the customer.
4. The Department of State will:
  - (a) Upon completing the POV move, provide payment package to MTMC, Deployment Support Command, Attn: MTDC-RMS, 663 Sheppard Avenue, Fort Eustis, VA 23604-5000.
  - (b) For POVs being exported from CONUS, pick-up the POV from the MTMC vehicle processing center nearest the port of embarkation when the GPC contractor notifies the Department of State Despatch Agent that a POV has been received and needs to be transported to a hardlift area.
  - (c) For POVs being imported to CONUS, move the POV from the hardlift area and deliver the POV to the MTMC vehicle processing center nearest the POD.
  - (d) For POVs being moved between OCONUS locations (e.g., Germany) and hardlift areas, move the POV between the VPC (nearest the POE/POD) and the hardlift location which includes Full Service, Partial Service and Quality-of-Life VPCs.
  - (e) For POVs being moved between hardlift areas, move the POV from hardlift origin, to hardlift destination. (For information only, contractor has no responsibility for these shipments.)
  - (f) Coordinate with and assist the GPC contractor with movement instructions for hardlift POVs.

6. The following are the Department of State Despatch Agents:

CONUS

- U.S. Despatch Agent  
**Parkway Towers, Building B**  
485-B U.S. Route 1, South  
Iselin, NJ 08830-3013  
Telephone: 732-855-8880  
Fax: 732-855-8899
- U.S. Despatch Agent  
**2800 S. 192<sup>nd</sup> Street, Suite 108**  
Seattle, WA 98188  
Telephone: 206-764-3805  
Fax: 206-764-6660
- U.S. Despatch Agent  
2200 Broening Highway, Room 125  
Baltimore, MD 21224  
Telephone: 410-631-0043  
Fax: 410-631-0058
- U.S. Despatch Agent  
**P.O. Box 522396, General Mail Facility**  
Miami, FL 33152-2396  
Telephone: 305-526-2905  
Fax: 305-526-2596

OCONUS

- U.S. Despatch Agent  
Antwerp, Belgium  
Telephone: 0 11 323-542-4775  
Fax: 0 11 323-542-6567

**Hardlift Movements**  
**Movements To/From The Countries Named Below And CONUS**  
**Sep 01 - Aug 02**

<b>Africa</b>	<b>To</b>	<b>From</b>	<b>Mediterranean</b>	<b>To</b>	<b>From</b>	<b>Southeast Asia</b>	<b>To</b>	<b>From</b>
Angola	1	0	Cyprus	1	2	Cambodia	2	2
Botswana	2	4	Greece	1	0	Cameroon	2	4
Djibouti	0	1	Syria	0	1	Hong Kong	1	4
Ethiopia	4	1	Tunisia	4	4	Hsinhsiang	2	1
Ghana	2	2	<b>Sub Total</b>	<b>6</b>	<b>7</b>	India	2	5
Guinea	1	1				Japan	0	2
Ivory Coast	7	8	<b>Pacific</b>	<b>To</b>	<b>From</b>	Malaya	1	1
Kenya	7	14	America Samoa	3	13	Pakistan	4	2
Madagascar	0	2	Australia	3	3	Thailand	19	18
Mali	2	0	Philippines	7	10	<b>Sub Total</b>	<b>43</b>	<b>39</b>
Rwanda	2	0	<b>Sub Total</b>	<b>13</b>	<b>26</b>			
South Africa	14	11				<b>Southwest Asia</b>	<b>To</b>	<b>From</b>
Tanzania	1	0	<b>S. America</b>	<b>To</b>	<b>From</b>	Egypt	19	20
Windhoek	1	0	Argentina	11	10	Israel	13	14
Zambia	1	0	Brazil	7	13	Jordan	4	5
<b>Sub Total</b>	<b>45</b>	<b>42</b>	Chile	8	10	Kuwait	7	10
			Columbia	2	3	Morocco	3	4
<b>Caribbean</b>	<b>To</b>	<b>From</b>	Costa Rica	2	2	Oman	7	8
Aruba	1	2	Ecuador	3	1	Saudi Arabia	2	1
Bahamas	4	5	El Salvador	1	1	Turkey	1	2
Dominican Rep	4	4	Nicaragua	2	1	UAE	1	3
Haiti	0	5	Paraguay	2	3	<b>Sub Total</b>	<b>57</b>	<b>67</b>
Honduras	7	9	Venezuela	8	9			
Lesser Antilles	5	6	<b>Sub Total</b>	<b>46</b>	<b>53</b>	<b>Grand Total</b>	<b>274</b>	<b>210</b>
Peru	7	12						
<b>Sub Total</b>	<b>28</b>	<b>43</b>	<b>C. America</b>	<b>To</b>	<b>From</b>			
			Guatemala	10	6			
<b>Europe</b>	<b>To</b>	<b>From</b>	Panama	12	13			
Canada	4	3	<b>Sub Total</b>	<b>22</b>	<b>18</b>			
Germany	3	4						
Finland	1	0						
North Europe	5	13						
USSR	1	3						
<b>Sub Total</b>	<b>14</b>	<b>23</b>						